



**National Law Enforcement Officers Memorial Fund (NLEOMF)
Job Description**

Position: Executive Director – National Law Enforcement Memorial

Reports to: Chief Executive Officer

*The National Law Enforcement Officers Memorial Fund is built on three pillars:
The Memorial, The Museum, and Officer Safety and Wellness,
with each of these pillars interconnected under the core value of “Honor”.*

NLEOMF is the leading authority on line-of-duty deaths. Therefore, a day in the life of the Executive Director of the Memorial is of utmost importance to the law enforcement community.

Position Summary: NLEOMF is seeking an Executive Director for the National Law Enforcement Officers Memorial. This person will oversee the overall operations of the Nation’s monument to fallen law enforcement officers – the National Law Enforcement Officers Memorial; review process in determining official line-of-duty deaths and be responsible for the organization’s fallen officer database. A strong candidate will have a successful career working at the management and/or command level within justice/law enforcement agencies and who has extensive experience in management, employee supervision, operations, research, and data collection and analysis oversight. As a member of the NLEOMF Management Team, representing the Memorial pillar, the Executive Director must have the ability to handle multiple responsibilities simultaneously, deal with highly confidential, sensitive, and protected information, and interact with the media in the absence of the CEO. The candidate must possess the skills to work in a team setting and achieve results through and in collaboration with other members of the Management Team. The Executive Director must have a reputation for building strong and sustainable relationships and have the capability to interact within all levels of Government and the law enforcement profession.

Responsibilities:

- Primary responsibility for oversight, upkeep, preservation and management of the Memorial site and Memorial operations
- Responsible for the preservation and ongoing rehabilitation of the Memorial and Memorial grounds
- Supervise the research and memorial personnel, including contractors and volunteers
- Development and management of the Memorial department budget – Research, database, and Memorial maintenance, contracts, and special projects.
- Ensure that fallen officer cases are reviewed, completed, and decided, on a timely basis
- Oversees the production and timely release of the monthly Fallen Officer Report
- Responsible for producing NLEOMF’s mid-year and year-end fatality report

- Oversee and implement the reading of the names component of the Vigil, with the utmost accuracy and attention to detail
- Become well versed on all Memorial architectural designs and project proposals, past and present.
- Work closely with National Parks Service in accordance with the original and enhanced designs including federal mandates on the current expansion, future projects, and day to day operations.
- Manage NLEOMF Fallen Officer Data – data collection, quality, security, and analysis
- Provide the CEO with talking points on key data trends related to LODDs

Knowledge/Skills/Abilities:

- Executive or management experience working in a law enforcement environment;
- Strong data collection and research skills, including collection, security, and analysis
- Bachelor's degree required and at least 10 years' data or research management experience;
- Comfortable with interaction with senior executives and government officials;
- Experience with Grant writing/management/administration – preferred;
- Knowledge of architectural design, construction detailing, construction procedures, and building materials and systems with an emphasis on historic projects;
- Prior hands-on experience and a tenured leadership foundation in the areas of planning & process, budgets & strategy execution;
- Mature judgment and discretion in keeping sensitive information confidential;
- Experience developing executive presentations, documents, etc;
- Strong interpersonal skills and proven ability to work seamlessly with a variety of personalities and functional disciplines;
- Demonstrated ability to handle complex situations and multiple responsibilities; simultaneously mixing long-term projects with the urgency of immediate demands;
- Demonstrated exceptional judgment and communication skills;
- Knowledge of human resource policies; and
- Excellent interpersonal skills and good sense of humor

Working Conditions:

- Working conditions are normal for an office environment
- Outside work is necessary – subject to harsh weather conditions at times
- Position will involve an increased workload during National Police Week and Police Weekend in October
- Some travel required
- Ability to lift 45lbs, stand for long periods of time, and able to walk long distances

Location

- Position is in Washington, D.C. and candidates must live or be willing to relocate to the DC area. There is no relocation package available.

Apply

- Please email your resume with cover letter and salary requirements to: mferranto@nleomf.org